

7/12/12

NORTHERN MARIANAS COLLEGE
WORKFORCE DEVELOPMENT & TRAINING DEPARTMENT
AKA
ADULT, CONTINUING AND VOCATIONAL EDUCATION

MARCH 9, 1999

RECEIVED
09 MAR 1999

TO: PRESIDENT
FROM: DIRECTOR OF APPRENTICESHIP & VOC TRADES
SUBJ: NOTIFICATION OF GRIEVANCES

Please be advised that I'm officially requesting an inquiry (BOR Policy 4360) into several incidents involving the Vice President for Instruction and myself, which have been very disturbing, demoralizing and, possibly, contrary to BOR policy and employee contractual rights and obligations. I regret the incidents have risen to a height of professional and personal intolerability, and remedial intervention is now necessary.

OVERVIEW

The predominant theme of these grievances center around the complete lack of support for Voc Ed programs, belittling the goals and objectives of Voc Ed programs, racist and insensitive comments concerning indigenous participants of Voc Ed/Adult High School programs and NMC employees, demeaning comments and gender harassment of myself and other male employees, and nepotism.

I will provide a chronological listing to present my grievances:

1. Spring, '98: VPI Barbara Moir takes over for ex-VPI Jack Sablan. No meetings are called with Voc Ed Department. No support extended to Voc Ed whatsoever. VPI says in conversations and other group sessions that Voc Ed/ Adult programs are not a priority within NMC, and after informing her that majority of students are at-risk indigenous students, VPI would make sarcastic faces and make racist innuendoes about their unworthiness.
2. Summer, '98: No meetings or support from VPI. A series of disturbing incidents occur from 8/5/98 to



page two

8/24/98 (see Tab #1). Furthermore, 2+2 teacher certifications sit on the VPI's desk for two months without any action. Our department signs a memo requesting a transfer from VPI (see Tab #2). VPI later refers to Jack Sablan as "VPISS."

3. Fall. 98:

- a. Purchase Orders/Instructor's Pay: We are always told that there is no money for Voc Ed programs. No VPI help (see Tab #3).
- b. 2+2 Accounts & Directorship: 2+2 leadership is made confusing. I am given no information to why Melody considers herself the new 2+2 Director. 2+2 Accounts in Cont. Ed. are in a mess. 2+2 information becomes confusing from Cont. Ed. office (see Tab #4).
- c. STW: No help from VPI with STW (see Tab #5).
- d. Adult School: No help from VPI, only premature closure of program (see Tab # 6).
- e. Xerox Machine: Xerox machine is taken from Voc Ed (w/o justification) and given to Melody (VPI's sister) by VPI (see Tab #7).

4. Spring '99

- a. 2/12/99 meeting: First meeting ever with VPI (BM) and our unit/department heads. I am completely left out of the unit's organizational chart by the VPI. I submit my own later. Randall Nelson, Lino Santos and myself are confused and bewildered by the VPI's lack of regard for the my position & Voc Ed Department (see tab # 8).
- b. Ike's Contract: After Fall '98 fiasco about not paying Ike Masga on time for his work, the VPI again lectures me about no Voc Ed money and why should I send this problem to her office. We have no Dean and no Voc Ed money, so do we do?? The VPI is the only place to solve this problem (see tab #9).
- c. 2+2 Emergency tires for Van: Again, the VPI sarcastically inquires about why I sent her the P.O. We later get the assistance of Upward Bound. Then Annie Santos calls and

page three

says Ed Camacho got us some money, and the VPI now wants Annie to check and see what money we have in Voc Ed. (see TAB 10)

d. Academic Council: The VPI keeps Vince Riley "busy," and the Academic Council is virtually shut down for lack of support from the VPI. I am the Chairman for the Academic Council. (see TAB 11)

e. Sick Leave Denial: Annie Santos relays to me that Barbara Moir does not want to sign my sick leave (the only leave slip not signed).

g. BOR Pay Raise: I was eligible for the BOR-approved pay raise (12/13/97), but accepted no raise due to austerity measures. However, if anyone else received the raise at that time, my raise status should be clarified. Furthermore, it has been reported that 2+2 grant tuition monies from Spring '98 covered some of the alleged raises at that time.

The above matters are a direct attempt to undermined and destroyed my leadership efforts at NMC. I cannot tolerate them anymore and request a face-to-face inquiry to remedy this situation. I'll support the above allegations with testimony and additional proof, when necessary.

Our program growth has been very satisfactory (see Tab #12), even with the ongoing attempts to weaken our program's existence. Frankly, I'm tired and distressed due to the negative effects that the VPI's personal attacks and vindictive management style have had on my professional career and personal well being.



Dr. Jack Angello
Director of Apprentice & Voc Trades

attachments

Tinian Incident

August, 1998

CHRONOLOGICAL LIST OF EVENTS

1. August 5: I visit Tinian at my expense to initiate 2+2 Program.
2. August 12: I visit Tinian High School again at my expense. This is a follow-up to the 8/5/98 visit. My superiors are informed of my travel and the 2+2 importance.
3. August 18: The VPI's office removes all my "student" office chairs that we had repaired, after they were discarded by another department.
4. August 21: This is a planned 2+2 Tinian visit to finalize the program. Regular NMC registration is covered by our support staff. We enroll ten (10) more Tinian High School student sin the NMC/PSS 2+2 Program. Rota High School is also notified and the RHS Principal is eager to join in 1999.
5. August 22: I work on Saturday to plan and prepare for Fall 2+2 programs. During this time I am lectured by Dean Tony Guerrero that I abandoned my Voc program on Saipan the previous day (8/21). I counter that this is not true, but the Dean said that the Vice President of Instruction accused me of leaving Friday and causing problems on Saipan. It was also said that the 2+2 program is not a priority and not a regular college program. I object and request a meeting with the President, since both the BOR and President approved the 2+2 Program. I am told that the VPI needs to approve my contacting the President. Furthermore, the VPI cancels only Voc Ed classes on Friday (8/21). This is in retaliation and hurts the students who are still enrolling in classes.
6. August 24: I make a tentative appointment with the President, but I'm warned again by the VPI (via Dean) that I need her approval first before seeing the President.

By: _____


Dr. Jack Angello / NMC Director of Voc Ed

1

Subject: Social Sciences & Humanities; (G) Upward Bound; (G) Vocational Education; Abner Weed; Vince Riley; 'nmacisco@itecnmi.com' 988schchnng#6.xls



988schchnng#6.xls

Debbie

Jack Angello

From: Randall Nelson
Sent: Friday, August 21, 1998 12:04 PM
To: Tony Guerrero
Cc: Jack Angello; Barbara Moir
Subject: Enrollment

Below are the Fall 98 Technical Programs course enrollment estimates:

Course Code	Title	Number of Students
BP 100 01	General Blueprint Reading	3
CT 110 01	Construction Trades I	0
CT 130 01	Basic Plumbing	0
CT 190 01	Special Projects Construction Trades	2
EM 110 01	Electrical Installation I	5
EM 131 01	NTNL Electric Code I	1
EM 150 01	A.C./D.C. SYSTMS & Equipment	1
EM 190 01	Special Projects Residential	0
ET 150 01	DC CRCTS & Elect Meas	0
ET 152 01	Digital Comp Principles	0
ET 190 01	Special Projects Electronics	0

These numbers may not be exact. They were taken off the Chaplain system at approximately 11:20 am, Friday August 21.

Please note that because of their design, the special projects courses do not have a minimum enrollment.

It has been rumored that courses lacking the minimum required enrollment maybe canceled today, August 21, 1998. We feel that this could be a mistake. Many new students (and NMC employees) may be confused as to exactly when new students can register. It was stated that new students could register this week. It was also rumored that new students must wait until next Monday, August 24, 1998.

The printed schedule states that late registration will end August 28. To cancel any class before then because of lack of enrollment would be misleading to the public.

Also, concerning the printed schedule, it was noticed that it contains new course abbreviations. This department endeavors to be consistent with the rest of the NMC organization concerning such matters. We believe that consistency is important in achieving the quality characteristics organizations strive for. With this in mind, could we please have an updated version of these new course abbreviations so that we may be conforming with the new course abbreviation code. We are still using the old, obviously outdated course abbreviations that were issued in May of this year.

Thank you

Randall Nelson

Jack Angello

From: Barbara Moir
Sent: Friday, August 21, 1998 6:52 PM
To: (G) Admissions & Records; Debbie Diaz
Cc: (3) Rota Campus; (G) Business & Hospitality; (G) Continuing Education; (G) Counseling; (G) English; (G) Sciences, Math, Health, Physical Education; (G) Social Sciences & Humanities; (G) Vocational Education; Tony Guerrero; Vince Riley
Subject: Closed and canceled courses; other changes

1. IN ADDITION TO COURSES CLOSED PREVIOUSLY, THE FOLLOWING COURSES/SECTIONS ARE NOW CLOSED TO ENROLLMENT:

AC 220 02
CS 103 08
EN 094 05
JA 100 01
MA 090 01
MA 090 02
MG 231 01
MG 231 02
PI 201 01

2. THE FOLLOWING COURSES/SECTIONS ARE NOW CANCELED:

BI 100 21 (RTA)
CT 110 01
CT 130 01
EM 131 01
EM 150 01
EM 190 01
ET 150 01
ET 152 01
ET 190 01
GE 201 21 (RTA)
HI 255 21 (RTA)
MG 239 01
PS 110 21 (RTA)

SAIPAN CAMPUS

3. PLEASE NOTE THE FOLLOWING ADDITIONAL CHANGES TO THE MASTER COURSE LISTING AND/OR SCHEDULE:

EN 094 01 Writ. & Grammar Study III: Instructor to D. Wyatt
EN 094 04 Writ. & Grammar Study III: Instructor to T. Colton
NU 210 01 Adult Health Nursing II: Lecture instructor to J. Dellamanna

Lab instructor to G. Blau
(Note: these changes are for the

Master Course Listing)

PY 101 03 Gen. Psychology: Instructor to M. Wright

OAR staff: Please enter this information in the Master Course Listing.

Debbie: Please enter this information in the appropriate columns of the next BULLETIN.

Many thanks—


B.

NORTHERN MARIANAS COLLEGE

PROFESSIONAL, ADULT & TECHNICAL EDUCATION

AUGUST 26, 1998

TO: NMC PRESIDENT

FROM: DIRECTOR OF VOCATIONAL TRADES 

SUBJ: TRANSFER OF VOC TECH DEPARTMENT

Please consider the following request for the best interests of the students, staff and administration at NMC:

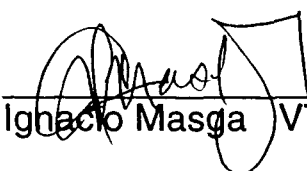
1. Transferring the Voc Tech Department under the VPSS. This transfer would better accommodate the needs of VT, which coordinates most of its program activities with the Continuing Education Department (under the VPSS).
2. The Voc Tech Department would have more freedom to run non-traditional programs with the Continuing Education Program.
3. Enrollment restrictions could be alleviated by the pool effect of NMC fees collected. NMC/PSS 2+2 fees are mostly in favor of NMC, which helps our continuing VT programs.

Thank you for your consideration of this request.

CONCURRED BY:

 08/24/98
Randall Nelson VT Coordinator Date

 8/26/98
Lino Santos VT Instructor Date

 8/26/98
Ignacio Masga VT Adjunct Instructor Date

cc: BOR Chairman

2

ED :

10/12/98

1536

There is no available
fund for the amount indi-
cated

OFFICE
MEMORANDUM

[Handwritten mark]

ur2

your review and signature:

Type of Action

- | | |
|----------------------|-----------------|
| 1. <u>masga, Ike</u> | <u>PS# 2544</u> |
| 2. _____ | _____ |
| 3. _____ | _____ |

You are kindly asked to **review** and **sign** on the appropriate space(s) on the attached documents and **forward** the same to the next signatorial authority **no later than three days** after you receive these documents. Must you need more time for review and decision making we kindly ask that you inform Lucy at Human Resources Office of this delay. If you need help regarding our human resource policies to help with your decision, please contact Donna or Kohne Ramon.

ROUTING:

<u>SIGNATORY</u>	<u>DATE REC'D</u>	<u>INITIALS</u>
1. <u>Ike masga</u>	<u>9-30-98</u>	<u><i>[Signature]</i></u>
2. <u>Jack Angello (initial Acct)</u>	<u>9/24/98</u>	<u><i>[Signature]</i></u>
2a. <u>TOBY P. GUERRERO</u>	<u>10/11/98</u>	<u><i>[Signature]</i></u>
3. <u>Hans Lawrence</u>	_____	_____
4. <u>President</u>	_____	_____
5. <u>Legal Counsel</u>	_____	_____
6. _____	_____	_____
7. _____	_____	_____

Thank you for your cooperation.

3

NOT
auto
TER
be c
exp
WAR
REC

VOC-ED
NO money-
Pls. 2/11/11



Rec. 9/17/98
NORTHERN MARIANAS COLLEGE
P.O. Box 1250
Saipan, MP 96950
Telephone: (670) 234-0758 FAX: (670) 235-7601

PURCHASE ORDER NO.

PAGE 1 OF 1

SHIP TO:

Northern Marianas College
Procurement and Property Management Office
As Terlaje Campus
Saipan, MP 96950-1250

SHIP VIA: local p.u.

FOB:

CIF:

Other:

MARK FOR:

Voc Tech

ITEM #	DESCRIPTION	QTY	UNIT	UNIT \$	EXTENDED \$	Do Not Write Below This Line
1.	OPEN P.O. FOR CLASS SUPPLIES				\$500.00	<p>Jack, Pls hold on to this P.O. because our Unit Budget has not been resolved to date. Thx, AS</p>
<p>AUTHORIZED PERSON TO SIGN</p> <p><i>[Signature]</i> Jack Angello 7/7/98</p> <p><i>[Signature]</i> Lino Santos 7/7/98</p>						
<input type="checkbox"/> PREPAY <input type="checkbox"/> CHARGE <input type="checkbox"/> PICKUP <input type="checkbox"/> DELIVER				SUB-TOTAL		
CHARGE ACCOUNT NO. VOC-63045-S-E200-VOC8				SHIPPING AND HANDLING CHARGES		See Reverse Side For Applicable NMC Procurement Regulations
ORDERING DEPARTMENT Voc Tech				GRAND TOTAL		\$500.00
EXPENDITURE AUTHORITY <i>[Signature]</i> DATE 1-1-98				CERTIFICATION OF FUNDS		DATE
						PROCUREMENT & PROPERTY OFFICER DATE

Northern Marianas College

BUSINESS OFFICE

P.O. Box 1250, Saipan, MP 96950
Telephone: (670) 234-5498 • Fax: (670) 234-5499

CHECK REQUEST

Voc-ED 9/17/98
NO money -
Pls. 2/1/99

TO: NMC Business Office

FROM: Dean Tony Deleon Guerrero

DATE: 10/6/98

As per attached Invoices, payment is requested in the amount of:

forty dollars*****

\$ 40.00

To be issued to:

NAME: Computerland of Saipan

ADDRESS: P.O. Box 167 Saipan, MP 96950

For Activity (Description):

(1) One 5164A Black Ink Cartridge

To be charged to:

ACCOUNT NUMBER

AMOUNT

POS-63050-S-E200-UPS9

\$40.00

Tony Deleon Guerrero

Dean

REQUESTED BY: (Print and Sign Name)

TITLE

DATE

FUND CERTIFICATION BY BUSINESS OFFICE

AVAILABILITY OF FUNDS CERTIFIED BY: (Print and Sign Name)

TITLE

DATE

APPROVED BY: (Print and Sign Name)

TITLE

DATE

For Business Office Use Only

Check No.:

Check Date:

Note: Supporting Document(s) must accompany Check Request for processing at Business Office.

NORTHERN MARIANAS COLLEGE PETTY CASH VOUCHER

No 5032

DATE: October 6, 1998

AMOUNT: \$47.00

CHARGED TO: OPS-63050-S-E200-UPS9

FOR: Van Air Con Repair Supplies,
2+2 cement, tire patch, van wash

RECEIVED BY: _____

APPROVED BY: _____

Dean Tony Deleon Guerrero

NEEDS SERVICE:

PART NUMBER	DESCRIPTION	QTY.	PRICE	TOTAL	PART NUMBER	DESCRIPTION	QTY.	PRICE	TOTAL
-------------	-------------	------	-------	-------	-------------	-------------	------	-------	-------

ERATION, INC.

Maipon, MP 96950
Fax No. (670) 234-9305
itecnmi.com

(670) 234-5498

(670) 234-0759

90 GMC

VAN

In 0 Out-

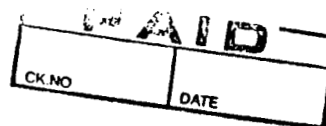
0 VIN#2GJGG39KXM4503827

36792
ON

Date- 08/12/98

25.00

VOC-ED 9/17/98
NO money-
Pls. 2/1/11



NOTE: All appliances not picked-up after 30 days of notification and completion of services will automatically become the property of Torres Refrigeration and will be sold at the required price.

TERMS: This account is due and payable within 30 days from invoice date. Overdue accounts will be charged 1.5% per month on the total outstanding amount plus Attorney's fees and other related expenses incurred in case of default in payment.

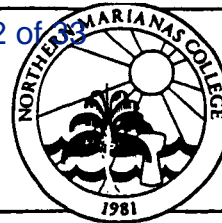
WARRANTY: 60 Days Labor & Materials

Received the above articles in good order and condition

RECEIVED BY: [Signature] PRINT NAME: Lino SANTOS

CASH <input checked="" type="checkbox"/>	CHARGE <input type="checkbox"/>
P.O. # _____	
Prepared by <u>[Signature]</u>	
Approved by _____	

Access	0.00
Inspection	0.00
Services	25.00
PARTS	0.00
Sub-total	25.00
Tax	0.00
TOTAL \$	25.00

PURCHASE ORDER**NORTHERN MARIANAS COLLEGE**

P.O. Box 1250

Saipan, MP 96950

Telephone: (670) 234-0758 FAX: (670) 235-7601

PURCHASE ORDER NO.**DATE:**

07/29/98

PAGE 1 OF 6**VENDOR:**National Office Supply
Garapan
Saipan, MP 96950**SHIP TO:**Northern Marianas College
Procurement and Property Management Office
As Terlaje Campus
Saipan, MP 96950-1250**SHIP VIA:**

local

FOB:**CIF:****Other:****MARK FOR:**

Professional Programs

ITEM #	DESCRIPTION	QTY	UNIT	UNIT \$	EXTENDED \$	Do Not Write Below This Line
	Executive Medium Back Chairs Model #4561-531 (Brown).....	6		\$196.00	\$1,176.00	<p><i>VOC \$??</i></p> <p>DO NOT WRITE INSIDE THIS BLOCK</p>
	Executive Medium Back Chairs Model #4561-530 (Black).....	4		\$196.00	\$784.00	
	Stacking Chairs Model #SP 870-4.....	24		\$39.95	\$958.80	
					\$2,918.80	
					(\$145.94)	
					\$2,772.86	
	Wooden Bookshelf Model #2682.....	3		\$185.00	\$555.00	
	TOTAL.....				\$3,327.86	
<input type="checkbox"/> PREPAY <input type="checkbox"/> CHARGE <input type="checkbox"/> PICKUP <input type="checkbox"/> DELIVER				SUB-TOTAL		\$3,327.86
CHARGE ACCOUNT NO. VOC-63070-S-E200-VOC8 VOC-63070-S-E200-VOC8			SHIPPING AND HANDLING CHARGES		See Reverse Side For Applicable NMC Procurement Regulations	
ORDERING DEPARTMENT Professional Programs			GRAND TOTAL		\$3,327.86	Expiration Date:
EXPENDITURE AUTHORITY <i>[Signature]</i> DATE			CERTIFICATION OF FUNDS <i>Christy Schweitzer</i> DATE		PROCUREMENT & PROPERTY OFFICER <i>Ignacia Villaluz</i> DATE	

NATIONAL OFFICE SUPPLY

DIV. OF SUN & SURF, LTD.

P.O. BOX 5779, SAIPAN, MP 96950

STORE PHONE: 234-3198; 234-3199

OFFICE PHONE: 234-3341; 234-3197

FAX NO. (670) 234-3549; 235-3373

CHARGE SALES INVOICE

SF - N^o 4037

DATE: 7-20-98

SOLD TO

ADDRESS:

TEL. NO.:

SALES REPRESENTATIVE <i>Pat</i>	<input type="checkbox"/> PICKUP <input checked="" type="checkbox"/> DELIVERY	PURCHASE ORDER NO.: DATE:	CREDIT MEMO NO.: AMOUNT: \$	WHOLESALE: \$ RETAIL: \$
------------------------------------	---	---------------------------------	-----------------------------------	-----------------------------

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	10	Executive Chair Med. Back	186.20	1862-
2		Model 4501-531/530		
3		- nothing follows -		
4				
5				
6				
7				
8				
9				
10				
11				
12				
Term: NET 30 DAYS			TOTAL	\$ 1862-

TERMS AND CONDITIONS

The undersigned, by accepting the goods listed above, hereby agree to the terms and conditions as follows:

1. Any returns or exchanges shall not be allowed unless presented within 7 days of sale and accompanied by invoice.
2. Returned merchandise is subject to a 10% handling fee.
3. Customer shall pay a \$20.00 charge for each of their check that are returned by the bank.

Purchaser agrees to pay interest at the rate of 1-1/2% per month on all accounts remaining unpaid after 30 days from the date of original purchase. If said accounts are placed in the hands of an attorney or collector for collection or suit is brought on same, purchaser agrees to pay an additional amount of 33-1/3% of the amount found due (including interest as aforesaid) as attorney or collector fees, plus any costs of suit.

RECEIVED THE ABOVE ARTICLES IN GOOD ORDER

UOC-Ed

[Signature]
Authorized Signature

NO P.O. YET 9-7-98 *Pat*

NATIONAL OFFICE SUPPLY

DIV. OF SUN & SURF, LTD.
P.O. BOX 5779, SAIPAN, MP 96950
STORE PHONE: 234-3198; 234-3199
OFFICE PHONE: 234-3341; 234-3197
FAX NO. (670) 234-3549; 235-3373

CHARGE SALES INVOICE

SF - N^o 4043

DATE: 7-31-98

SOLD TO

ADDRESS:

TEL. NO.:

SALES REPRESENTATIVE <i>Pat</i>	<input checked="" type="checkbox"/> PICK UP <input checked="" type="checkbox"/> DELIVERY	PURCHASE ORDER NO.: DATE:	CREDIT MEMO NO.: AMOUNT: \$	WHOLESALE: \$ RETAIL: \$
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QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	ea	Stacking Chair - Vinyl	\$37.90	53/70
2		100 Blk / 4 Brown		
3		- nothing follows -		
4				
5				
6				
7				
8				
9				
10				
11				
12				
Term: NET 30 DAYS			TOTAL	\$ 53/70

TERMS AND CONDITIONS

The undersigned, by accepting the goods listed above, hereby agree to the terms and conditions as follows:

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3. Customer shall pay a \$20.00 charge for each of their check that are returned by the bank.

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RECEIVED THE ABOVE ARTICLES IN GOOD ORDER

[Signature]
Authorized Signature

No P.O. yet 9-7-98 *Pat*

NATIONAL OFFICE SUPPLY

DIV. OF SUN & SURF, LTD.

P.O. BOX 5779, SAIPAN, MP 96950

STORE PHONE: 234-3198; 234-3199

OFFICE PHONE: 234-3341; 234-3197

FAX NO. (670) 234-3549; 235-3373

CHARGE SALES INVOICE

SF. N° 4040

DATE: 7 30 98

SOLD TO

ADDRESS:

TEL. NO.:

SALES REPRESENTATIVE <i>Pat</i>	<input type="checkbox"/> PICK UP <input checked="" type="checkbox"/> DELIVERY	PURCHASE ORDER NO.: DATE:	CREDIT MEMO NO.: AMOUNT: \$	WHOLESALE: \$ RETAIL: \$
------------------------------------	--	---------------------------------	-----------------------------------	-----------------------------

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	B	Warden Bookshelf	\$ 185	\$ 185 -
2		- Model 2482		
3		- nothing follows		
4				
5				
6				
7				
8				
9				
10				
11				
12				
Term: NET 30 DAYS			TOTAL	\$ 185 -

TERMS AND CONDITIONS

The undersigned, by accepting the goods listed above, hereby agree to the terms and conditions as follows:

1. Any returns or exchanges shall not be allowed unless presented within 7 days of sale and accompanied by invoice.
2. Returned merchandise is subject to a 10% handling fee.
3. Customer shall pay a \$20.00 charge for each of their check that are returned by the bank.

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RECEIVED THE ABOVE ARTICLES IN GOOD ORDER

[Signature]

Authorized Signature

No P.O. yet 9-7-98 Pat

REC-ED

need a comparative
quotation from vendors -

- It's a policy -

- See attached
WZ

998 10:12 PM

2) Tinian Campus; (3) Rota Campus

Ray,

Kindly put out this reminder in "The Word"

Documentation needed to accompany Purchase Order:

\$1,000 - \$4,999.....need comparative quote representing three (3) vendors. It means that the requesting dept. must call three

vendors and get their quotes (verbal quote accepted) and write the quotes in paper, attach it to the po.

\$5,000 - \$24,999.....need three (3) written quotes from three (3) vendors. (verbal not accepted)

25,000 and up formal Bid or RFP procedures.

Three sets of documentation is needed to be attached to the Purchase Order.

One set is for the Business Office

One set is for Procurement

One set is for the Vendor

A lot of time, only one set is attached to the PO. This slows down the processing of your PO because then Procurement would have to make copies.

From now on, if only one set of documentation is provided, Procurement will return your PO.

- Open P.O. is only \$1,000 maximum.

* June - July - summer stipend - max. amt. \$1,000

Jack Angello

From: Jack Angello
Sent: Monday, December 21, 1998 1:04 PM
To: Melody Actouka; Tony Guerrero; Barbara Moir
Cc: Randall Nelson; Lino Santos
Subject: RE: Proposed meeting with the Finance Office on accounts

Dear Melody:

Our generic Voc Ed account # is VOC-00000-S-E300-VOC8. The CE account numbers for the Voc Ed monies from 2+2 are in your office, of which we have not received any information. The type of revenues to be deposited again are in your office (standard tuition & lab fees). Our question still remains: "Show us the money," or an official explanation of its whereabouts, dating back to January of 1998.

Thank you.

Jack

From: Melody Actouka
Sent: Thursday, December 17, 1998 1:31 PM
To: Abner Weed; Debbie Raumakita; Jack Angello
Cc: Tony Guerrero
Subject: Proposed meeting with the Finance Office on accounts

Dear Folks:

Please provide the following information in preparation for the meeting we discussed last week:

Account number(s) for your program, which you wish to discuss
Type of revenues which are to be deposited, about which you may have questions.

I have this information for the CE accounts which pertain.

I will inform you of the meeting date/time. This week was not possible.

Thanks.

Melody

Northern Marianas College
Professional, Adult & Vocational Education Programs Unit

Department: Vocational Technical
 Submitted By: Dr. Jack Angello

Semester & Year: Fall, '98
 Date: 9/30/98

Course Revenue & Costs Analysis Report

Revenue Generated Per Course						Expenditures Incurred Per Course						Total Course Expenditures	Total Income "+" or "-"
Course No.	Enrollment		Tuition		Fees		Total Course Revenue	Instructor's Salary F. Time	Adjunct	Supplies	Others		
BP100-1	3	0	585				585	2500		0		2500	1915 (-)
EM110-1	6	0	2740		210		2550		1998	0		1998	552 (+)
CT190-1	2	0	130				130	0		0		0	130 (+)
2+2													
EM100-2	3	0**	1170		105		1275		0	0		0	1275 (+)
EM100-3	4		1560		140		1700		0	0		0	1700 (+)
EM100-4	8		3120		240		3360		0	0		0	3360 (+)
EM100-6	5		1950		175		2125		0	0		0	2125 (+)
ET150-2	4		1040		140		1180		0	0		0	1180 (+)
ET150-3	3		780		105		885		0	0		0	885 (+)
ET150-4	3		780		105		885		0	0		0	885 (+)
ET153-1	8		2080		280		2360		0	0		0	2360 (+)
CT110-2	3		1170		225		1395		0	0		0	1395 (+)
CT110-3	5		1950		375		2325		0	0		0	2325 (+)
CT110-4	11		4290		825		5115		0	0		0	5115 (+)
CT112-1	6		2340		450		2790		0	0		0	2790 (+)
CT112-2	3		1170		225		1395		0	0		0	1395 (+)
Tinian													
CT110-21	3		1170		225		1395		0	0		0	1395 (+)
CT110-22	7		2730		525		3255		0	15		15	3240 (+)
TOTAL:	87		30,355		4,350		34,707	2,500	1,998	15		4,513	34,705(+)

**NOTE: Non-Resident Students in the 2+2 are not obligated to pay the NMC tuition/lab fees.

NORTHERN MARIANAS COLLEGE

OFFICE OF PROFESSIONAL & TECHNICAL PROGRAMS

MONTHLY REPORT FOR AUGUST, 1998

VOCATIONAL TECHNICAL TRADES

SEPTEMBER 3, 1998

1.0 ACCOMPLISHMENTS

- 1.1 The NMC Voc Tech department had another successful (SP98) registration with the PSS and the 2+2 Program. There are 80+ students involved in the program. Tinian High School joined the 2+2 program this fall, and 10 new students signed up for the program. The director went to Tinian three times for program implementation (at his expense). Rota High School was officially contacted in August and will join in 1999.
- 1.2 The NMC regular Voc Tech classes experienced a lull in new enrollees (12). But we have several other (DPW, etc.) students continuing with their degree programs. We are currently meeting with the NAP Program Director, and the mayor's office has expressed interest in training his staff at NMC Voc Tech, along with CUC, Commonwealth Ports Authority, NAP and DPW.
- 1.3 As of this date, there has been no meetings or reports of any School-to-Work activities from PSS.
- 1.4 Our "Guma Familia" project, which began in mid-April, is still making progress. Several vendors are willing to help and the MHS staff is eager to begin this project in SY98/99 with the 2+2 program.
- 1.5 There was one Manager's meetings and departmental problems and solutions were discussed. All departments will be operating with "zero" materials money and this will be a major hardship on the students again. The lab fee issue needs to be addressed by the NMC administration and policy needs to be established to guarantee that the students will receive these fees back in the form of classroom supplies.

2.0 TRAVEL

The director again went to Tinian for the 2+2 program three times at his own expense. This contribution to NMC was done willingly for the sake of a good program that shouldn't be handicapped by a lack of travel funding. Besides, the bodacious buffet at the Dynasty keeps calling the director from across the channel.

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3.0 PERSONNEL

Everybody is doing fine, although the current budget scenario is causing concern among the staff. There should be a correction in Voc Tech's personnel listing. Darlene Sablan and Dave Cooper are erroneously placed in our personnel list. This increases our personnel costs from 147K to 239K, and it has been requested several times already to correct this problem. Voc Tech has to constantly justify a quarter of a million personnel budget when it ain't so. Our student numbers are respectable when comparing to a 147K personnel cost, but when compared to 239K it causes some concern. This is not fair and should be corrected as soon as possible.

4.0 PROBLEMS

School-To-Work Council seems non-existent, and the lack of an active STW council is hurting the NMC and the CNMI. Apparently, no CNMI STW State Plan is available for further federal funding. Someday someone might read this and wonder why it's been submitted every month, or maybe WWII will start and it won't matter anyway...

Submitted By: s/Dr. Jack Angello Date: September 3, 1998
Director of Voc Tech/Apprenticeship/Trades



Career, Education, & Training Associates, Inc.
1236 Langston Drive • Columbus, Ohio 43220-3930
(614) 292-4353, Ext 6 (office) (614) 457-2878 (nights)
FAX (614) 292-1260

FAX MEMO
1-670-235-4966

TO: Jack Agello

FROM: Harry Drier

DATE: March 5, 1999

RE: Phone Conversation with Robert White from DTI (the office that handles the \$15,000 T.A. fund)

He called to tell me that Sara Jong, STW in Region IX, and the STW national office are discussing the dollar situation for the CNMI. As you probably know, monies were left from 1998-99 (unspent) and the Public School (STW coordinator) didn't request a 1999-2000 roll-over or cost extension. This also means that "no" additional monies were allocated for the CNMI because they weren't requested. From a straight legal point of view, the CNMI, by default, told STW that you didn't want the old monies (unspent) or any new allocation.

Second, regarding the \$15,000 T.A. fund, there seems to be question of whether you are eligible for this if you are no longer an official STW grantee. Apparently, this issue is being discussed as well.

While, I guess, speaking out of turn, I gave him a history lesson on STW in the CNMI, problems with coordinator, change of educational leadership, the leaving of Patuck in January, etc., and said you and others were committed to do a complete self-assessment, and to do so would need the \$15,000.

Recommendation: All could be lost if some real pressure isn't applied. If your Congressional leader could call Stephanie Powers, STW national office in Washington, DC, and issue a compassionate plea, it might help. Additionally, it is Loni Hancock, Secretary's representative in Region IX, that is the top person to work on.

Good luck — and keep me posted!

I'll hold any plans until I hear from you.

/ch

Jack Angello

From: Fe Calixterio
Sent: Friday, September 04, 1998 3:02 PM
To: Jack Angello
Subject: FW: Cancellation of Adult School classes

From: Barbara Moir
Sent: Sunday, August 30, 1998 1:42 AM
To: Fe Calixterio
Cc: President; Melody Actouka
Subject: Cancellation of Adult School classes

Fe,

This will serve as official notification that the Adult School Program's courses scheduled for Fall 1998 are hereby canceled owing to a lack of funding. At this point we have no way of knowing whether NMC will be in a position to offer such courses in Spring 1999, although we would very much like to do so. We will monitor fiscal developments over the next few months to determine whether a Spring term will be possible. In the meantime, your ideas on alternative sources of funding for the program would be most welcome. Perhaps we could explore the viability of offering the curriculum through the Community Services Program? (The Adult School provides a much-needed community service, after all!)

Please let me know your thoughts in this direction.

Barbara Moir
Vice President for Instruction

NORTHERN MARIANAS COLLEGE
PROFESSIONAL, ADULT & VOCATIONAL EDUCATION

SEPTEMBER 8, 1998

TO: NMC PRESIDENT

FROM: DIRECTOR OF ADULT BASIC EDUCATION
DIRECTOR OF VOCATIONAL EDUCATION

SUBJ: NMC ADULT SCHOOL



Please be informed that the Directors of ABE and Vocational Education will volunteer to teach free of charge the two sessions of Fall 98 Adult School classes.

This has been a result of the notification from the Vice President of Instruction that the Adult School Fall classes have been canceled, which would create a major hardship and disappointment for the approximately 25 students (10 will be graduating after this session), who are currently in the program.

Both Directors feel strongly about the positive effects that the Adult School has brought to the students and the reputation NMC, and to cancel the program in midstream would be an unfortunate turn of events. We both realize the budget constraints, but the only cost to the college will be instructors' costs, which will be donated by us for the good of our students and program.

In 1999, there is a good chance that federal funding will be available for the Adult School, but until that time, the Adult School will survive with the moral support of your office and the tenacity of the ABE and Vocational Education offices.

attachment

cc: VPI

CONCURRED BY:



NMC PRESIDENT

DATE

NORTHERN MARIANAS COLLEGE

PROFESSIONAL, ADULT & VOCATIONAL EDUCATION

OCTOBER 19, 1998


TO: DEAN OF PAVE
FROM: DIRECTOR OF VOCATIONAL TRADES 
SUBJ: JUSTIFICATION FOR XEROX MACHINE

Please review the following justifications to keep the Voc Ed Xerox machine in the Voc Ed Department:

1. The machine is used continually for Voc Ed programs, including regular classes, 2+2 classes.
2. Our machine is the backup machine in Building "V". We regularly allow PAVE and other people use our machine for reasonable amounts of xeroxing. The big machine in the "V" Building is continually down for weeks.
3. We've paid two-thirds of our lease, and one more payment of 1300 dollars (approx.) will pay off this item.
4. We are not asking that the PAVE Unit's Xerox money be used. We recommended that the money come from our surplus in the Cont. Ed./Voc Ed special account. To date, we still haven't received our balance from classes going back to Spring, '98 and the current Fall semester.
5. In the meanwhile, we request that our 10-66 budget item 68040 (Building Repairs & Maintenance) be used. The amount is \$1400.00, which will cover the Xerox payment. The justification is that we are not authorized to repair the "V" Building.
6. We recommend that Continuing Education procure a larger machine than Voc Ed's small 5614. Their volume of xeroxing is large from our observation, and the 5614 is lightweight and goes through toner rather quickly.

attachment

cc: Director of Administration w/attachment.

*Thanks for
your consideration*

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Continuing Education

2-19-99

Workforce Development

Rose Igitol (Director)

Government Training

Custom Training

Private Sector Training

Law Enforcement, EMS, Fire and Corrections Training

Marine Technology Training

PITI (Pacific Island Training Institute)

Lino Santos

Instructor (Construction)

Advisor/Mentor

Public Relations

Randall Nelson

2+2

Apprenticeship Program (CUC)

Building Codes (Public Works)

Curricula Development and Research

NAP (Nutritional Assistance Program) Research

Extended Programs

Melody Actouka (Director)

BA and MA Degree Programs (UOG)

Tinian & Rota Outreach Liaison

2+2

Special Outreach Programs

Community Programs

Daisy Villagomez (Director)

Short Language Courses

Car Maintenance

Household Maintenance

Drivers Ed

Commercial Service Courses

Special Programs

Basic Adult Education

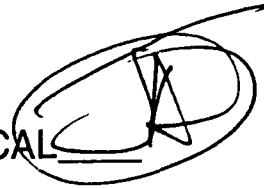
Fe Calixterio (Director)

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NORTHERN MARIANAS COLLEGE
OFFICE OF TRAINING & PROFESSIONAL DEVELOPMENT

JANUARY 22, 1999

TO: DIRECTOR OF HUMAN RESOURCES
FROM: DIRECTOR OF VOCATIONAL TECHNICAL
SUBJ: ADJUNCT INSTRUCTOR CONTRACT, SPRING-1999



Please process the following adjunct contract based on the instructor's qualifications and credit hours:

1. Ignacio Masga EM-111- Electrical Install I 6 credits
(@ \$333.00 per credit hour)

and

EM-132 - Nat. Elec. Code 3 credits
TOTAL.....9 credits

The account number for this contract needs to be supplied by the (Acting) Vice President for Instruction.

Thank you.

cc: VPI Office
I. Masga
R. Nelson

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Jack Angello

From: Vince Riley
Sent: Sunday, January 24, 1999 10:49 PM
To: Jack Sablan
Cc: Barbara Moir; Janice Tenorio; Jack Angello; Jim Holan; Etsuko Kinoshita; Tony Guerrero
Subject: Request to Extend Late Registration/Drop/Add Period for 3 Days

This is to formally request your office to extend the Late Registration/Drop/Add period through Wednesday, 1/27, at least for a few students on the Saipan Campus, if not all.

Some students in JA 100 02 were notified this weekend that their course had been canceled due to low enrollment, and that they need to complete a Drop/Add form if they want another class. One student, Eizel Mafnas, has not yet been notified, because her phone number "is no longer in service," so she may not get the news until Tuesday morning when she shows up for class.

Also, some more NAP students are expected to register for the CT 110 and CT 130 classes this next week. If late registration is not extended for them, they may be unable to register this semester.

If you agree that this is in the best interests of our students and NMC, can you please notify Admissions & Records, Financial Aid, the Finance Office and the Counselors to that effect? Or, you may inform Admissions & Records and us, and we will alert the other offices.

Thank you for your consideration.

Vince Riley

NORTHERN MARIANAS COLLEGE
WORKFORCE DEVELOPMENT & TRAINING DEPARTMENT
AKA
ADULT, CONTINUING AND VOCATIONAL EDUCATION

FEBRUARY 16, 1999

TO: VICE PRESIDENT FOR INSTRUCTION
FROM: DIRECTOR OF APPRENTICESHIP & VOC TRADES
SUBJ: EMERGENCY TIRE PURCHASE



Please process the attached P.O. as soon as possible. A rear tire on the Voc Ed Van has a serious break in the sidewall, and we cannot afford to drive the Van for the daily 2+2 program as is. The spare is also not road worthy, so we need two tires.

We've arranged an alternate plan for the next 2-3 days to cover the 2+2 classes, in order to give time for this P.O. to be processed. Furthermore, as soon as it's certified, Han's said we could have the tires mounted for no charge.

Thank you.

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Veronica Palacios

From: Calistro Falig
Sent: Tuesday, February 16, 1999 9:14 PM
To: Jack Angello
Cc: Veronica Palacios; George Pangelinan
Subject: Tires for Van

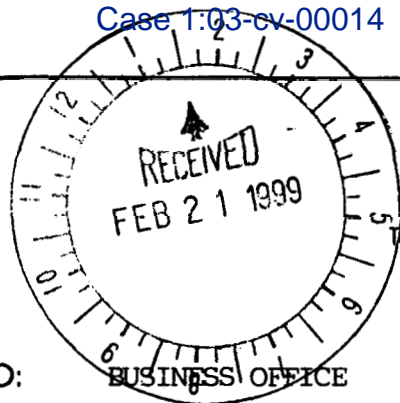
Hafa Adai Jack,

This is to confirm our commitment to purchase two tires to replace the NMC van's worn-out tires at the price of \$231.00. If you could provide the price quotation to our Admin. Officer, Veronica (Cheng) Palacios, we will begin processing the payment. Please note that this is all that we could obligate for the NMC van.

As we agreed, the tires will be purchased with the understanding that our program will have exclusive use of the vehicle during the Upward Bound Summer Component, beginning June 12, 1999 through July 25, 1999.

Should you have any questions or wish to discuss this further, please call me at extension 1347.

Cal M. Falig

**Northern Marianas College****BUSINESS OFFICE**

P.O. Box 1250, Saipan, MP 96950
 Telephone: (670) 234-5498 • Fax: (670) 234-0759

CHECK REQUEST

TO: BUSINESS OFFICE

FROM: UPWARD BOUND PROGRAM

DATE: 2/17/99

As per attached invoices, payment is requested in the amount of:

Two Hundred Thirty One Dollars and 00/100\$ 231.00

To be issued to:

NAME: Han's CorporationADDRESS: P.O.Box 1538, Saipan MP 96950

For Activity (Description):

Payment for two (2) tires for NMC Van # 29. Van will be used by
Upward Bound Program during their Summer Component to transport
UB Students to and from NMC for their classes.

Note: Please hold check for Cheng to pick up.

To be charged to:

ACCOUNT NUMBERFED 68070 S S200 EUB29**AMOUNT**\$ 231.00Calisto M. Falig

Calisto M. Falig

Lead Project Director

2/17/99

George K. Pangelinan

George K. Pangelinan

Dean Student Services

REQUESTED BY: (Print and Sign Name)

TITLE

DATE

FUND CERTIFICATION BY BUSINESS OFFICELuz Mendiola

Federal Grants Accountant

AVAILABILITY OF FUNDS CERTIFIED BY: (Print and Sign Name)

TITLE

DATE

Harris Lawrence

Comptroller

APPROVED BY: (Print and Sign Name)

TITLE

DATE

For Business Office Use Only

Check No.: _____

Check Date: _____

Note: Supporting Document(s) must accompany Check Request for processing at Business Office.

Jack Angello

From: Vince Riley
Sent: Tuesday, February 16, 1999 12:24 PM
To: Jack Angello
Subject: RE: Academic Agenda for 2/19/99

Thanks, Jack.

Vince Riley

-----Original Message-----

From: Jack Angello
Sent: Tuesday, February 16, 1999 12:18 PM
To: Debbie Raumakita; Ed Camacho; Ed Zehr; Jim Holan; Kurt Barnes; Vince Riley
Cc: President; Barbara Moir
Subject: RE: Academic Agenda for 2/19/99

The 2/19/99 Academic Council Meeting is cancelled until further notice and/or direction from the VPI's office.

Jack A.
Chairperson

From: Vince Riley
Sent: Tuesday, February 16, 1999 8:22 AM
To: Debbie Raumakita; Ed Camacho; Ed Zehr; Jack Angello; Jim Holan; Kurt Barnes; Vince Riley
Cc: President; Barbara Moir
Subject: RE: Academic Agenda for 2/19/99

Jack,

At this point, I have nothing to disseminate. I have not gotten any course guides proofread since our last meeting, nor have I gotten the minutes of our last meeting done. I have been working on preparing material for the oversight hearing tomorrow, and will probably be doing so for all of today.

Indeed, I am still trying to get the Nursing courses all revised according to the changes officially approved by the Council over the last few meetings.

Finally, I have not gotten the final minutes of meetings out for at least the last two meetings.

Sorry. Maybe the Council needs someone who can devote more time to the Academic Council as a priority, to serve as its Custodian/Recorder.

Vince Riley

-----Original Message-----

From: Jack Angello
Sent: Tuesday, February 16, 1999 8:01 AM
To: Vince Riley
Subject: Academic Agenda for 2/19/99

Please inform me of the status of course guides, etc., for dissemination to the group for this Friday's meeting. Thanks.

Jack

NORTHERN MARIANAS COLLEGE
TRADES & TECHNICAL DEPARTMENT

TO: MelodyActouka
Office of Continuing Education, NMC
Ex 1810

CC: Dr. Jack Angello
Director of Apprenticeships and Trades
Ex 1800

FROM: Randall Nelson
Vocational Education Coordinator
Ex 1850



DATE: 02/18/99

SUBJECT: 2+2 Rosters for Business Office

This is in regards to the 2+2 Program and the ability of the NMC Business Office to determine which students have classes in escrow. Attached are all the past 2+2 rosters for the Trades and Technical Department. The rosters included are:

Spring 98 J. McVicar MHS
 ET 151-01 9 Students
 ET 151-02 12 Students
 ET 151-03 9 Students
 ET 153-01 6 Students
 ET 153-02 5 Students

Intersession (Spring 98) I. Masga and L. Santos, Instructors
 EM 100-04 14 Students
 EM 100-05* 13 Students
 EM 100-06 11 Students
 BP 100-02 13 Students

Fall 98 J. McVicar MHS
 ET 153-01 8 Students
 ET 150-02 6 Students
 ET 150-03 4 Students
 ET-150-04 4 Students
 ET 150-02 7 Students

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Fall 98	S. Rastguiy	MHS	
	EM 100-02		3 Students (Two Semester Class)
	EM 100-03		5 Students (Two Semester Class)
	EM 100-04		8 Students (Two Semester Class)
	EM 100-06		6 Students (Two Semester Class)
 Fall 98	 J. Labausa	 MHS	
	CT 110-02		3 Students (Two Semester Class)
	CT 110-03		5 Students (Two Semester Class)
 Fall 98	 J. Mallari	 MHS	
	CT 110-04**		11 Students (Two Semester Class)
	CT 112-01		7 Students
	CT 120-01		3 Students
 Fall 98	 S. Chivers	 THS	
	CT 110-21		3 Students (Two Semester Class)
	CT 110-22		7 Students (Two Semester Class)

All the two semester classes are on going. These rosters are list of students who have registered for a 2+2 class. The student may have registered for other, non 2+2, classes in the same semester. Not all of the students have, or will have, completed their respective courses. Some students have dropped out of their classes. However, if a student registered for a class, then the NMC Business Office will bill the student for that class.

EM 100-05*

Two rosters are being submitted for EM 100-05. The Grade Roster is the most complete in that it has 13 students. However the quality of the copy is very poor. Therefore another roster of this same class was found. This second roster is not complete. It is, however, much easier to read. A student by the name Jack Jason (underlined on first) does not appear on the second roster. I believe the last name should be Attao.

CT 110-04**

There was some confusion during the registering of some of these classes. Section numbers were not always observed by the instructors. CT 110-04 is an example of this. For CT 110-04, two rosters are being submitted. The reason being is that, during the registration process, CT 110-4, CT 110-2 and CT 110-03 were all combined into CT110-04. By the time the sections were properly sorted-out, a student (Marby Servila, underlined) had dropped out of the program and may be billed by NMC.

There have been, from Spring 98 to Fall 98, a total of 25 2+2 classes in which 182 students have enrolled. (Some students, in this count, are being counted more then once in that they enrolled in more then one class.)

Thank you.

Attachments